



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

July 7, 2006

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **CONVICTION INFORMATION ON COUNTY APPLICATIONS**

On May 23, 2006, your Board instructed the Chief Administrative Officer, Director of Personnel and County Counsel to:

1. Conduct a comprehensive analysis to determine the extent to which departments are inappropriately disqualifying applicants due to prior convictions;
2. Examine the feasibility of implementing an application process which does not deter qualified and rehabilitated individuals from applying for employment when such is the case, with the review to include, but not be limited to, examination of the County and City of San Francisco's recently modified employment application process;
3. Develop recommendations to improve training of human resources personnel in order to eliminate any unfair discrimination against qualified and rehabilitated applicants; and
4. Jointly report back to the Board within 45 days with any recommendations to modify the County's employment application process as described herein.

Surveys were distributed to all County departments and approximately 50 other jurisdictions (including key agencies such as San Francisco, Boston, and Chicago) regarding their application and pre-employment practices. We are currently compiling the data from the respondents and analyzing the policies and practices used by those agencies. We will also be developing guidelines and training for human resources personnel. We are continuing to explore the feasibility of modifying the application process and the means of disclosing conviction information. We will need additional time to complete the feasibility study and anticipate that the final report will be submitted to your Board in 30 days.

Please contact me if you have any questions or your staff may call Susan Toy Stern, Chief Deputy Director, at (213) 974-2631.

MJH:STS
SKT:SC

c: Each Department Head

To Enrich Lives Through Effective and Caring Service